

RESOLUTION 20181203

DEL PASO MANOR WATER DISTRICT DIRECTOR COMPENSATION AND TRAVEL ALLOWANCE POLICY

BE IT RESOLVED by the Board of Directors of the Del Paso Manor Water District, Sacramento County, California, as follows:

In accordance with California Water Code Sections 20201 and 30507 and California Government Code Sections 53232 through 53232.4, this document shall constitute the policy of Del Paso Manor Water District for compensation for the Board of Directors and reimbursement for travel expenses for the Board of Directors and Employees of the District. This resolution supercedes all prior District Resolutions on this subject.

COMPENSATION

Each Director shall receive compensation in the amount of \$100.00 for each day's attendance at meetings of the Board or for each day's service rendered as a Director at the request of the Board, not exceeding a total of ten days in any calendar month, in addition to any expenses incurred in the performance of the Director's duties required or authorized by the Board.

Water Code Section 20201 authorizes the Board of Directors to increase the amount of compensation that may be received by members of the Board of Directors by up to five percent for each calendar year. This percentage is cumulative from year to year. If an increase in Director compensation is adopted by the Board, such increase will be effective on January 1 of the following year, and shall not be retroactive.

As used herein, meetings of the Board shall include attendance at meetings of any Board committee. However, compensation for committee meetings is limited to two per month for each committee. Compensation will also be given when service is rendered as the District's appointed representative at approved meetings (such as joint powers authorities of which the District is a member). Compensation will also apply for other meetings or events that are authorized as paid meetings/events by the Board of Directors or requested by the General Manager of the District. Attendance at conferences will be limited to three Directors and the Manager at each conference; if more than three Directors wish to attend, then a rotation will be established. The above compensation policy applies to Directors, not employees of the District.

REIMBURSEMENT

Expenses shall be reimbursed in accordance with the following for both Directors and Employees:

1. TRAVEL:

a) Reimbursement shall be for the most cost-effective method of travel (i.e., automobile or airplane) as determined by the General Manager.

b) Automobile travel for District business when using a personal or rented vehicle shall be reimbursed at the IRS standard rate. Cost of car rental is included in the mileage rate reimbursement unless otherwise determined differently by the General Manager on a case by case basis; ratification of General Manager's authorization will be considered by the full Board at the Board meeting following the General Manager's authorization.

c) Airfare shall be reimbursed at the coach equivalent rate.

2. MEALS:

A Director or Employee shall receive a maximum of \$45.00 per day as reimbursement for meals, tips, phone calls and incidentals while traveling on District business, as long as they are actually incurred. Each Director or Employee will attest to his/her request for reimbursement.

3. LODGING:

Lodging shall be reimbursed at its actual cost, not to exceed the cost of a standard room at the location of the meeting.

4. OTHER EXPENSES:

Other expenses (i.e., local transportation, parking, baggage fees, etc.) shall be reimbursed in their actual amount. Expenses incurred by a Director's or Employee's spouse, domestic partner or companion shall not be reimbursed.

ADMINISTRATION

A Director or Employee shall submit written verification to the General Manager for each day to be compensated or for all expenses to be reimbursed as a prerequisite to receiving compensation and/or reimbursement.

A request for a cash advance for travel must be submitted to the District office at least 10 working days prior to travel. A reconciliation of the cash advance must be made within 10 working days after travel is complete.

When a Director or Employee travels for two or more consecutive days and pays for travel expenses on their own, the District will issue reimbursements as soon as possible after the Director or Employees submits a request. All other eligible reimbursements will be paid with the regular monthly invoices.

The General Manager shall only approve requests for compensation or reimbursement that are consistent with this policy.

This resolution shall take effect on January 1, 2019.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Del Paso Manor Water District at its regular meeting held on _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

BY: _____
President, Board of Directors

ATTEST:

Secretary, Del Paso Manor Water District